

DELAWARE TRANSIT CORPORATION

POSTING NO 032-2015

POSITION VACANCY POSTING
POSTING EXTENDED

DATE OF POSTING December 8, 2014

CLOSING DATE January 16, 2015

METHOD OF APPLICATION: Cover Letter/Resume/Employment Application

INTERESTED EMPLOYEES MUST FILE FOR THIS POSITION BY COMPLETING THE APPROPRIATE BID FORM OR SUBMITTING AN EMPLOYMENT APPLICATION OR A LETTER OF INTEREST AND RESUME TO THE EMPLOYMENT SECTION OF THE HUMAN RESOURCES DEPARTMENT BY 4:30 P.M. ON **January 16, 2015**. POSITIONS COVERED BY COLLECTIVE BARGAINING AGREEMENTS WILL BE AWARDED IN ACCORDANCE WITH THE PROVISIONS AND PROCEDURES CONTAINED IN THE APPLICABLE CURRENT BARGAINING AGREEMENT.

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POSITION #: 039 JOB CODE #: 082

POSITION TITLE Contract Supervisor

PAY GRADE 13 PAY RATE _____ PAY RANGE \$38,515...- \$48,144.
(MINIMUM TO MAXIMUM)

LOCATION: DISTRICT New Castle County DEPARTMENT Finance
SECTION Budget

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CLASSIFICATION: FULL TIME X PART-TIME _____

CONTRACT: 8FR _____ 8DR _____ 32 _____ N/C X

SCHEDULED HOURS 8:00 AM – 4:30 PM SCHEDULED DAYS: Monday - Friday

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SUMMARY OF POSITION:

The Contract Supervisor is responsible for the overall supervision of the full range of contractual services functions (excluding transportation services) including development of specifications, interfacing with legal representation, memorandums of understanding and other contractual agreements; ensuring upset limits of contracts are not exceeded; managing the bidding process and analyzing responses within the parameters of applicable State and other external procedural requirements, consistent with the requirements of users within the Corporation, as well as all associated processes. Specific responsibilities include coordination in the above areas in order to ensure timeliness and quality of the contractual services functions

SEE PREFERRED QUALIFICATIONS ON SECOND PAGE

Preferred Qualifications:

1. Bachelors degree or relevant experience in contract administration
2. Experience in Federal Transit Administration procurement guidelines

Preferred Qualifications:

Please address each Preferred Qualification separately.

1. Experience in managing the contract process which ensures vendor and user compliance.

Applicants must detail all relevant experience in managing contract processes.

2. Experience in monitoring and reviewing contract and agreement documents.

Applicants must detail all relevant experience in document review.

3. Experience in Federal and State contract and bidding procurement regulations and guidelines.

Applicants must detail all relevant experience with Federal and State contract and bidding regulations.

4. Experience in contract formulation and administration of contracts.

Applicants must detail all relevant experience in the formulation and administration of contracts.

5. Experience in managing and supervising a diverse workforce.

Applicants must detail all relevant experience in supervising a diverse workforce.

JOB DESCRIPTION: AVAILABLE THRU HR DEPT _____X

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EQUAL OPPORTUNITY EMPLOYER

" Resume must specifically address the Minimum Qualification."